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GENERAL OPERATING PROCEDURE

PROCEDURE TITLE: Weighing Chemicals

APPLICABILITY: Section of Chemistry and Physiology

PURPOSE: To assure quality and consistency in weighing out chemicals

PROCEDURES:

- A. Read Material Safety Data Sheets (MSDS) of all chemicals that will be used during this procedure.
- B. Weighing Chemicals
 1. Calibrate and operate balance according to specific IOP for the balance.
 2. Place a clean weigh boat or piece of weigh paper on the balance pan and tare the balance.
 3. Open the chemical container. Place a clean kimwipe down on the desk and then set the lid down on top of the kimwipe.
 4. Use a clean spatula to dispense the chemical onto the weigh boat/paper.
 5. Remove the weigh boat/paper from the balance when adding large amount of chemical to avoid spillage and spill being weighed. When nearing proper weight, the weigh boat/paper can be placed back on the balance.
 6. Add small amounts of the chemical to the balance to obtain the desired weight.
 7. If the desired weight is surpassed, remove small amounts of chemical until the desired weight is reached. **DO NOT RETURN THE CHEMICAL TO THE SOURCE VESSEL.** Discard the excess chemical in the appropriate waste receptacle.
 8. After the correct weight has been obtained, carefully remove the boat/paper so as to not spill any weighed chemical.
 9. Replace the top of the chemical container and return it to the proper location. If the bottle is being used for the first time, record the "date opened" information on the chemical labeling tape.

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10. If the chemical being removed is a test chemical, record all necessary weights in the test chemical use log according to SOP GEN 012.
11. If a chemical container is emptied during the weighing process, remove the chemical labeling tape and wash or rinse as needed. Dispose of the container in the appropriate waste receptacle. Record this information on a Center chemical inventory sheet.

APPROVED BY: _____ **DATE** _____
Leader, Section of Chemistry and Physiology

APPROVED BY: _____ **DATE** _____
Quality Assurance Officer

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